Bulletin Number	20993BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	INFORMATION SYSTEMS ANALYST I
Exam Number	R2590I
Filing Type	Open Continuous
Filing Start Date	15-Jul-2013
Salary Type	Monthly
Salary Minimum	4737.64
Salary Maximum	6213.82
Benefits Information	**Represented Employees** • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	**FILING WILL BE SUSPENDED AFTER THE FIRST 500 APPLICATIONS ARE RECEIVED OR ON MONDAY, JULY 22, 2013 AT 5 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.** **APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, JULY 15, 2013 AT 8:00 A.M. (PST).** Under close supervision, using established procedures, defines and analyzes requirements and business functions, defines functional system specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems. Incumbents in this sub-journey level class perform systems analysis and design within a limited framework using basic systems design techniques and analysis tools. Incumbents possess a basic understanding of business functions and have the ability to perform all phases of systems analysis and development including the preparation of general systems design documents, the testing of a complete small system or a component or module of a larger system, and the monitoring of existing application systems functionality. Incumbents must possess good oral communication skills in order to articulate program specifications effectively and train others in the use of application systems. Information Systems Analysts are distinguished from Application Developers in that they generally do not perform programming duties and are not required to have programming knowledge and experience.
Essential Job Functions	- Assists in eliciting and documenting user requirements for new systems and system enhancements. - Documents functional and technical requirements following established procedures. - Completes change management documentation and coordinates approvals under the guidance of a higher level information systems analyst. - Participates in user interviews, performs workflow analysis, and assists in defining project scope and objectives. - Assists in the research of commercial software to identify products that might meet departmental requirements; helps analyze and document products' ability to meet user, functional, and technical requirements. - Under guidance, evaluates impact of solution alternatives, performs cost/benefit analysis, analyzes constraints, and assesses risk to support go/no go and build/buy decision-making.

- Assist in the development of systems design documents, such as feasibility studies, for new applications and/or enhancements.
- Assists in the preparation of detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms and reports, workflow, interfaces, security, audit trails, and business continuity requirements.
- Assists in the development and maintenance of project plans; assists in coordinating project reporting.
- Assists in the development of test scenarios; under guidance, prepares user acceptance test documentation and collaborates with system users to conduct user acceptance testing.
- Assists in the maintenance and support of existing applications in accordance with systems development methodology.
- Assists in the preparation of technical systems documentation, user manuals and on-line help.
- Assists in the monitoring of systems compliance with established IT policies, procedures, guidelines, plans and standards.
- Assists in the analysis and resolution of application problems.
- Installs software in support of business applications.

- Assists in the preparation of hardware and software specifications for procurement.

- Assists in the monitoring of contractor performance.

Requirements	**SELECTION REQUIREMENTS:** **OPTION I**: Graduation from an accredited* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field. **OPTION II**: One (1) year of recent full-time paid experience in information systems analysis and design <u>within</u> the past three (3) years in a centralized** information technology organization.
Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	**Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit. In order to receive credit for Bachelor's Degree or higher degree, you must include a legible photocopy of your "official" diploma, "official" transcripts, or "official" letter from an accredited institution which shows the area of specialization at the time of filing.
Accreditation Information	**Accreditation:** *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content	**This examination will consist of two (2) parts:**

PART I - A Written Test that consists of both computerized and paper-and-pencil components covering reading comprehension, data analysis and decision making/mathematics, written expression, deductive reasoning, professional potential, achievement, independence, influence, confidence and optimism, and reliability **weighted 60%**.

> **NOTE:** Applicants that have taken identical test parts for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.
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> Scores may also be applied for future exams.
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> **Only those candidates who pass the written test will be eligible to proceed to the Structured Interview (Part II).** Written scores cannot be given over the phone.
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> **IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.**

PART II - A Structured Interview that consists of job preparation; ability to analyze systems, procedures, and workflows; detail orientation; ethical behavior; and interpersonal and oral communication skills **weighted 40%**.

PLEASE NOTE: NOTIFICATIONS (e.g. Notice of Written Test Admittance Letter, Notice of Non-Acceptance, Exam Results Notice, etc.) WILL BE SENT VIA U.S. MAIL.

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Vacancy Information	An eligible register resulting from this examination will be used to fill vacancies at various Los Angeles County departments.
Eligibility Information	Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift	Day
County of Los Angeles Information	**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to

provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:
Apply online by clicking the tab that reads " APPLY TO JOB ". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing. Any required documents must be uploaded before the promulgation of the list. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:
All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:
For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:
All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or dbatungbacal@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077